

WEST LAFAYETTE PARKS & RECREATION

GUIDELINES TO RESEARCHERS

Your proposal should address each of the information items listed below, in enough detail to ensure that a non-specialist can understand what you plan to do. If you feel additional information would be helpful, please provide it in your cover letter or in a supplement to your proposal.

The length of your proposal depends primarily on the complexity of the research planned. In some cases, a proposal may consist of a few pages for a study expected to have very little to no impact on park resources or visitor experience.

1. INTRODUCTION

- A. Title of your research project.
- B. Name of the Park property where research is proposed.
- C. Date of submitted proposal.
- D. Principle investigator (s)—Provide name, title, address, telephone number, e-mail address, and institutional affiliation (s). Provide a background summary for the principle investigator, including relevant training and qualifications to conduct the proposed project.
- E. Abstract—Provide a summary description of the proposed project.

II. OVERVIEW

- A. Statement of issue—Describe the issue to be investigated and its importance and relevance to science, and to the property. Provide background information regarding the need for the project and why it is valuable for the research to be conducted on the property.
- B. Objectives—Describe the specific objectives of the proposed project.
- C. Literature summary—Include citations of the most relevant literature pertaining to the research project.

III. METHODS

- A. Study area—Include specific locations and provide a map of the study area (s) depicting where research will be conducted (a rough drawing is acceptable).

If possible, please select study sites on the property that will have the least impact on Park visitors.
- B. Procedures—Describe the methods and protocols to be employed.
- C. Collections (if a component of the proposed project)---describe the type and quantity of specimens or materials to be sampled, collected, or

captured plus your plans to remove them from the study site. Provide scientific nomenclature of collected specimens and provide information on all applicable federal or state permits where required.

- D. Research schedule—Include the starting date of the project, approximate dates or seasons of fieldwork, projected completion date of project, and if research will be done after dark (when Property is closed to the public).

IV. PRODUCTS OF YOUR RESEARCH

- A. Collections—Provide the name of the proposed deposition site of collected specimens. If desired and possible, please leave a representative collection for educational and reference use by Parks & Recreation.
- B. Data and other materials—Describe any other products to be generated as part of the project such as photographs, maps, handouts, exhibits, videos, etc., and the proposed deposition of these materials. If data are to be collected from Park visitors, provide a copy of the data collection instrument such as a survey, questionnaire, interviews, etc.

V. SUPPORTING DOCUMENTATION and SPECIAL CONCERNS

- A. Safety—Describe any potentially hazardous activities such as use of a boat, scuba diving, electro-fishing, plus any wildlife capture, handling, and immobilization.
- B. Access to study sites—Describe the proposed method and frequency of access to and within the study site (s).
- C. Equipment—Describe any field equipment, markers, or supply caches, and explain if they will have any impact on Park visitors.
- D. Chemicals—Identify any chemicals and hazardous material that you propose using and explain their purpose, method of application, and amount to be used.
- E. Disturbance—Describe the type and location of expected physical disturbances to the property and your plans for site restoration if needed.
- F. Animal welfare—For vertebrate species that require review by your Institutional Animal Care and Use Committee according to the Animal Welfare Act, please include a photocopy of the study protocol, and IACUC review form and approval.

For animal species not requiring IACUC review, describe your protocol for any capture, holding, marking, tagging, tissue sampling, or other handling of these animals.